

# MINUTES OF BOARD OF NATIONAL LIBRARY OF IRELAND

Thursday 20 June 2019 at 11:00

Boardroom, National Library of Ireland,  
4 Kildare Street, Dublin 2, D02 A322

	<b>Present</b>
<b>Board In person</b>	Paul Shovlin, Chairman; Dr Ciara Breathnach; James Dorgan (1-6.3 only); Jack Keyes; Katherine McSharry; Eoin McVey Susan Philips; Jennifer Taaffe (5-14 only).
<b>Board By videoconferencing.ie</b>	Dr Conor Kostick; Prof Maeve Conrick.
<b>Apologies</b>	Bob Collins; Prof Susan Schreibman.
	<b>In attendance</b>
<b>Staff</b>	Dr Sandra Collins, Director (0-14 only); Orla Sweeney, Secretary (0-14 only); Dr Cyril Sullivan, Head of Finance and Chief Risk Officer (6 only); Ger Wilson, Head of Digital Collections (8-11 only).

## 1. Declarations of interests and procedural matters

The Chairman opened the meeting and confirmed that it was quorate. The Chairman noted the apologies of Bob Collins and Prof Susan Schreibman. In response to the Chairman's enquiry, the Board had no interests to declare.

All papers had been circulated in advance of the Board meeting unless otherwise stated.

**The Board adopted the agenda.**

## 2. Draft minutes of the Board meeting of 30 May 2019 and their publication

**The Board approved the minutes of the Board meeting of 30 May 2019 with a minor amendment and the publication of the said minutes with redaction as appropriate.**

### **3. Matters arising**

The Board reviewed the matter's arising. The Board's Improvement Plan had been made available at the meeting. The Board agreed to review the plan at its meeting on 19 September 2019.

### **4. Director's Report**

- 4.1 Reimagining the NLI: The Director briefed the Board on the launch of the new book repository on 27 June 2019 and the next phase of the project. The Director responded to queries from the Board on both these matters and advised that an invitation to the launch would be issued to the Board.
- 4.2 Recruitment: The Director informed the Board that recruitment is an ongoing concern and an underspend in payroll is expected at year end. The Chairman advised that recruitment remains a concern for the Board.
- 4.3 A Modern Eye: Helen Hooker O'Malley's Ireland: The Director commended the joint exhibition in the National Photographic Archive and the Gallery of Photography, and acknowledged the support of the artist's son, Cormac O'Malley. A further copy of the launch invitation of 20 June 2019 had been circulated to the Board at the meeting.
- 4.4 Acquisitions: In line with the information note circulated at the meeting, the Director appraised the Board on the acquisition of the Rowan Collection and the Domhnall Ua Conchubhair Papers. In response to a query from the Board, the Director outlined the background to both acquisitions. The Board agreed that the Chairman would issue a letter of appreciation to the Minister for Culture, Heritage and the Gaeltacht for the special funding allocations that made both acquisitions feasible.

**The Board noted the Director's Report.**

### **5. Development Office**

Katherine McSharry in her role as Head of Development provided the Board with the following report:

- 5.1 MoLI: Ms McSharry briefed the Board on activities taking place in advance of the opening of MoLI in September 2019 and answered queries from the Board regarding exhibition content. The Chairman noted a recent media article which cited the NLI as a partner in MoLI.

- 5.2 Seamus Heaney Listen Now Again: Ms McSharry detailed various organisations that are scheduled to tour the exhibition and the total visitor numbers to date. Ms McSharry briefed the Board on the celebratory event scheduled for 5 July 2019 to mark the first anniversary of the exhibition's opening, noting that invitations would issue shortly. The Chairman commended the lecture delivered by poet Paul Muldoon on 11 June 2019.
- 5.3 The Joseph Hassett Yeats Lecture: Ms McSharry advised the Board that the annual lecture, funded by Joe Hassett, had been delivered by Prof. Geraldine Higgins on 12 June 2019.

**The Board noted the Development Office's Report.**

## **6. Corporate Affairs**

### **6.1 Finance: Financial Report YTD May 2019**

Dr Cyril Sullivan, Head of Finance and Chief Risk Officer, presented the Finance Report for year-to-date May 2019. The Board welcomed Dr Sullivan's advice that a forecast on the NLI's financial performance in 2019 would be presented at its meeting on 19 September 2019, and recommended that the forecast include comparable NLI data for the preceding years.

**The Board approved the Finance Report YTD May 2019.**

### **6.2 Governance: Risk Management**

Dr Sullivan informed the Board that the half-yearly review of the Risk Register had been undertaken by the Leadership Team and approved by the Audit and Risk Committee for submission to the Board. Dr Sullivan advised the Board of the amendments to the register. Dr Sullivan and the Chairman of the Audit and Risk Committee advised the Board that the Committee's comments in relation to the reviewed register would be discussed further at its meeting in September 2019, and the Board would be briefed accordingly.

**The Board approved the reviewed Risk Register.**

### **6.3 Human Resources: Recruitment Progress Report**

Dr Sullivan presented the Workforce Plan 2019-2021. The Director answered queries from the Board concerning the Seamus Heaney: Listen Now Again exhibition with particular reference to staff turnover and payroll; the timeline for departmental sanction for two posts; and the rationale for external/internal recruitment competitions.

The Chairman informed the Board that in line with the Board's Improvement Plan, Dr Sullivan had volunteered to prepare a presentation on financial management to be delivered internally to the Board, which the Chairman recommended should take approx. 1 hr and focus on NLI management accounts and financial statements. The Board agreed that the said session could take place on 19 September 2019 and requested a session on library science to take place at a future date.

**The Board approved the Workforce Plan 2019-2021. The Board agreed to undertake a session on financial management and requested a session on library science to take place on a future date.**

[REDACTED]

[REDACTED]

[REDACTED]

#### **8. Procurement: ICT Helpdesk Onsite Service (agenda item 7)**

Ger Wilson, Head of Digital Collections, presented a paper entitled 'Procurement: ICT Helpdesk Onsite Service'. Ms Wilson answered Board queries concerning the procurement process and the personnel assigned to service the NLI contract.

**The Board provided approval for the NLI to proceed to contract with ICT Services for onsite ICT helpdesk service for a period of 1 year with the option to renew annually for a further 1 year** [REDACTED]

#### **9. Procurement: Microsoft and VMWare professional services (agenda item 8)**

Ms Wilson presented a paper entitled 'Procurement: Microsoft and VMWare professional services'. Ms Wilson answered Board queries

concerning the cost and software longevity. On foot of the Director's advice, the Board commended the additional work undertaken by Ms Wilson in light of reductions in her departmental staff levels.

**The Board provided approval for the NLI to proceed to contract with Sureskills for Microsoft and VMWare professional services for a period of 1 year with the option to renew for a further 1 year if further projects are required:** [REDACTED]

## **10. Strategic Review: Digital Collections**

Ms Wilson delivered a presentation entitled 'Strategic Review: Digital Collections'. Ms Wilson's presentation covering the period 2018-2019 provided information on: departmental objectives, collaboration, promotion and challenges; digitisation; born digital collecting; and technical infrastructure. Ms Wilson addressed Board queries concerning the procurement of a book scanner; the born digital collecting process; web-archive selection; and awards conferred on the NLI.

**The Board noted the presentation entitled 'Strategic Review: Digital Collections'.**

## **11. Letter and advocacy documents concerning NLI web-archiving**

Ms Wilson presented a paper entitled 'Letter and advocacy documents concerning NLI web-archiving'. The Board, Director and Ms Wilson had a detailed discussion on NLI web-archiving in the context of the Copyright and Other Intellectual Property Law Provisions Bill which is due to be signed into law.

**The Board mandated the Chairman and Director to communicate the Board's concern regarding the NLI's statutory remit to archive the web in the context of the new legalisation with the Department of Culture, Heritage and the Gaeltacht in a manner they deem most suitable. The Board noted the advocacy documents concerning NLI web-archiving.**

## **12. Board Committee' Reports**

### **12.1 Committee on Genealogy and Heraldry**

The Chairperson of the Committee on Genealogy and Heraldry informed the Board that the Committee will meet on 25 September 2019.

**The Board noted the date of the next meeting of the Committee on Genealogy and Heraldry.**

## **12.2 Readers' Advisory Committee**

The Chairperson of the Readers' Advisory Committee informed the Board that the Committee at its meeting on 24 May 2019 discussed the external review of the effectiveness of the Committee; diversity and inclusion; and the NLI's hosting of a Local Government Management Agency meeting and the LGMA's reciprocal invitation to host a meeting of the NLI Board.

**The Board noted the briefing on the Readers' Advisory Committee meeting of 24 May 2019.**

## **12.3 Audit and Risk Committee**

The Chairperson of the Audit and Risk Committee informed the Board that the Committee will meet prior to the Board meeting of 19 September 2019 at which they will further discuss the reviewed Risk Register. The Committee Chairperson recalled that the Board at its meeting on 30 May 2019 approved the minutes of the Audit and Risk Committee meeting of 14 March 2019; the annual report of the activities of the Audit and Risk Committee for the financial year 2018; and the revised terms of reference for the Audit and Risk Committee.

**The Board noted the briefing on the Audit and Risk Committee.**

## **13. AOB**

### **13.1 Board Papers and Presentations**

The Director informed the Committee that papers and presentations delivered at the Board meeting would be circulated to the Board.

### **13.2 Board Term 2020**

On foot of the Chairman's invitation to the Board to consider the new Board term (due to commence in September 2020), the Board agreed that the en masse replacement of the Board with new members did not align with good corporate governance; the new Board should comprise the experience of first and second term Board members; and eligible Board members would be willing to seek reappointment for a period of 3-5 years. The Board also agreed that the Chairman should advise the Minister for Culture, Heritage and the Gaeltacht of the Board's views on this matter.

**The Chairman agreed to advise the Minister for Culture, Heritage and the Gaeltacht of the Board's views on the new Board term.**

## **14. Next meeting**

**The Board noted that the next Board meeting is scheduled to take place on Thursday 19 September at 11.00am.**

**The Chairman closed the meeting.**